



276 FOURTH AVENUE
CHULA VISTA, CA 91910

EMPLOYMENT OPPORTUNITY

Public Works Inspector I/II

RECRUITMENT NUMBER: 05-387

SALARY: I Level: \$4,084.14- \$4,964.28/Monthly

II Level: \$4,492.54 - \$5,460.71/Monthly

FILING DEADLINE: 5 PM, FRIDAY, OCTOBER 14, 2005

POSITION SUMMARY

The Public Works Inspector I performs routine inspections of public works and civil engineering construction maintenance, and repair of public works projects and facilities. The Public Works Inspector II performs routine and complex inspections of public works and civil engineering construction maintenance, and repair of public works projects and structures, and construction of major municipal public works facilities and Capital Improvement Projects. NOTE: The City reserves the right to hire at either level, depending on qualifications. Promotion to Public Works Inspector II is neither guaranteed nor automatic.

ESSENTIAL FUNCTIONS

Functions may include, but are not limited to, the following: Level I – performing routine inspections of public works and civil engineering construction projects prior to, during, and upon completion of construction; assisting in inspections of street paving; performing routine construction inspections of traffic signal equipment, sewers, street light poles, fencing, irrigation systems, and other projects; assisting in identifying and reporting work not in accordance with specifications and participating in recommendations for work stoppage; performing routine office engineering work involving drafting and computations; preparing and maintaining computer records of site visits and chronologies; assisting in responding to and resolving customer complaints; operating City vehicles skillfully and safely; observing safe work methods; using safety equipment; and building and maintaining positive working relationships with co-workers, City employees and the public using principles of good customer service. Level II - inspecting major municipal public works facilities and construction projects involving streets, curbs, gutters, sewers, alleys and related structures for compliance; inspecting routine construction and installation of traffic signal equipment, sewers, street light poles, fencing, irrigation systems, and other projects; identifying deviations from construction plans; issuing notices requiring modifications and reporting discrepancies; reviewing and preparing pay estimates; verifying invoices; recommending construction change orders; reporting work not in accordance with specifications and recommending work stoppage; may train and lead the work of less experienced staff; determining whether construction and inspection methods are in conformity with safety regulations; testing and reporting the quality of construction materials; inspecting private construction performed under permit; performing routine office engineering work involving drafting and computations; preparing and maintaining inspection files, records, and logs; writing reports and chronologies using a computer; conferring with property owners regarding projects; resolving citizen complaints; acting as liaison between parties for utility relocation and street closures; operating City vehicles safely; observing safe work methods; using safety equipment; building and maintaining positive working relationships using principles of good customer service; and performing other related duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience: equivalent to completion of the twelfth grade supplemented by college coursework in math, science, engineering, or construction technology and; Level I - 2 years of public works construction experience in a municipality or sub-professional engineering experience; Level II - 3 years of responsible experience performing inspections of major public works projects in a municipality.

Knowledge, Skills and Abilities: Knowledge of: Principles and practices of public works and engineering construction inspection; methods, materials, equipment, procedures and practices of public works construction and maintenance inspection; pertinent laws, codes, regulations, and departmental policies governing public works construction, maintenance, and facilities; basic mathematics, including Algebra, Geometry, and Trigonometry; safe work methods and regulations, including use of personal protective equipment; computer equipment and software related to assignment; English usage, spelling, grammar, and punctuation. Ability to: Learn and perform routine construction inspection of workmanship and materials; read and understand engineering plans and specifications; deal firmly and tactfully with contractors, engineers and property owners; make routine arithmetic, algebraic, and geometric computations; understand and carry out oral and written instructions; work effectively under deadlines; communicate clearly and concisely; and work with various cultural and ethnic groups in a tactful and effective manner.

PHYSICAL DEMANDS

On a continuous basis: sit, walk, or stand for long periods of time; intermittently twist and reach; and write or use keyboard. May lift up to 50 pounds; drive a motorized vehicle; walk on uneven surfaces; kneel, stoop, bend and climb up or down slopes while conducting field inspections; climb ladders; work underground, in confined spaces or trenches; and see and hear in the normal range, with or without correction.

APPLICATION PROCESS

A City Application must be submitted by 5:00 p.m., Friday, October 14, 2005. Candidates whose applications indicate education and experience most directly related to the position will be invited to participate in the selection process. All notifications will be sent via U.S. mail.

The above salary does not reflect a 1.92% reduction that coincides with the Work Furlough Program (see reverse).

Assigned Staff: Lisa Stires, (619) 409-5923, lstires@ci.chula-vista.ca.us • Published: 9/30/05
Hours: 8am – 5pm Monday – Friday • www.chulavistaca.gov • (619) 691-5096 • Job Hotline: (619) 691-5095

